

SYNERGIES Committee Meeting #1113
Friday, September 16, 2011, 1:00 PM
Winchester Hall, Third Floor Meeting Room

AGENDA

Introduction

Approval of Minutes

Employees Assistance Program (HR)

Workplace Health and Safety (Risk Mgmt/HR)

Synergies Interim Report

Discuss Identifying Combining Options

Announce Next Meeting

Adjourn

SYNERGIES COMMITTEE MEETING #1113
Friday, September 16, 2011
Third Floor Meeting Room, Winchester Hall,
12 East Church St., Frederick. Md.

County Commissioner Vice President Paul Smith called to order Synergies Committee Meeting #1113 at 1:00PM in the 3rd Floor Meeting Room of Winchester Hall, 12 East Church Street, Frederick, Md. Committee members Alderman Karen Young, BOE Board members Jimmy Reeder and April Miller were present, as well as, County Human Resources Director Mitch Hose, County Director of Finance Lori Depies, County Risk Manager Mike Beard, FCPS Environmental Health and Safety Manager Laura Olsen, and Frederick Community College Risk Management/Public Safety-Administration Assistant Director Bill Burch.

Commissioner Smith opened the meeting by acknowledging the distribution of the Synergies Committee Interim Report on August 22, 2011. The dissemination of the final report is targeted for late December, 2011. Commissioner Smith recognized that recommending for analysis departments/services of the participating groups for merging potential would be discussed and a recommendation formulated.

By consensus, the Synergies Committee meeting minutes for July 8, 2011, were approved as distributed.

Frederick County Human Resources Director Mitch Hose presented information regarding Frederick County Government's Employee Assistance Program (EAP). Frederick County Government contracts with Deer Oaks EAP Services to administer the EAP. EAP provides confidential assistance with work-life issues. The Deer Oaks contract includes 12 hours per year of on-site wellness and work-life training and/or critical incident stress debriefing (CISD) meetings, plus 8 hours of on-site training on legal or financial topics. The program includes the administration of drug rehabilitation programs as required by the Department of Transportation and the Frederick County Drug and Alcohol Testing Policy.

The City of Frederick also contract with Deer Oaks, which provides them with a slightly reduced rate as compared to their previous contract. In 2009, Frederick Community College piggy-backed with the County's contract and saved \$2,800 per year while gaining additional hours of on-site training. In 2011, the Board of Education piggy-backed the County's contract, with no additional savings, but with a greatly expanded range of services for BOE employees. When the BOE joined the contract, Deer Oaks agreed to offer rates slightly lower than originally negotiated with the County. These lower rates resulted in a small savings of \$1,000 over three years. Commissioner Smith said the recognized savings would be added to the Synergies Savings Chart. The Synergies Committee requires no further EAP information.

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Synergies Committee #1113 Minutes

September 16, 2011

Frederick County Risk Manager Mike Beard submitted a Safety and Health Synergies Report, hereby made a part of these minutes as Attachment A, and opened the discussion with a safety and health related synergies mission stating; "A joint and combined effort of FCG, BOE, FCC, and the City of Frederick to routinely assist, cooperate, and communicate in regard to safety training, risk and liability management and injury prevention, with an overall goal of reducing duplication and associated cost." Topics reviewed and summarized in Attachment A are; Workplace Safety, 29 USC 654, Section 5 (Compliance with OSHA Standards), Worker's Compensation, Managing Risk and Liabilities, Examples of Cooperative Efforts, Training, and Municipal Interaction.

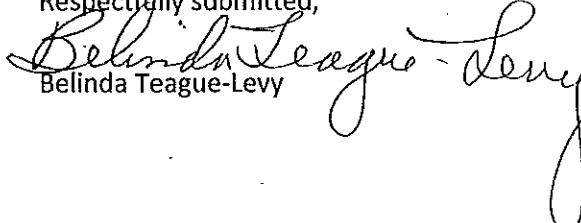
Mr. Beard identified areas of cooperative efforts to be drug and alcohol testing, fire extinguishing training, emergency plans update, use of Public Safety Training Center, job analysis and worksite evaluations. Commissioner Smith asked if Mr. Beard would report in a month as to how much has been saved by these synergies.

Synergies Committee member Jimmy Reeder presented his recommended list of potential departments/services consolidation and is hereby made a part of these minutes as Attachment B. The Committee members discussed Mr. Reeder's list which was two-tiered for prioritization. It was the consensus of the Synergies Committee to accept Mr. Reeder's recommendations, without prioritizing, for potential consolidation to include: Information Technology, Fleet Management, Warehousing, Risk Management, Building Maintenance, Purchasing/Procurement, Economic Development, Water/Sewer, Law Enforcement, Human Resources, and Finance. The Committee agreed to add to the list, Legal (with one position of dissent), Public Works/Roads, Engineering, Community Development (Planning/Permitting/Inspection), and Parks and Recreation. Commissioner Smith agreed to prepare a report forwarding the departments//services areas that the Synergies Committee recommends for combining and/or use of public-private partnerships as service delivery methods for presentation at the September 20, 2011, BOE/BOCC Joint Meeting and to invite the City of Frederick and Frederick Community College to be present at that meeting.

The next Synergies Committee Meeting is scheduled for October 21, 2011, at 1PM in the 3rd Floor Meeting Room of Winchester Hall. The agenda will include an update regarding potential consolidation/public-private partnerships, Finance/Accounting/Payroll, and Parks and Recreation.

There being no further business to come before the Committee, the meeting was adjourned at 3:20PM.

Respectfully submitted,


Belinda Teague-Levy

Safety & Health Synergies

Mission Statement

A joint and combined effort of FCG, BOE, FCC, and the City of Frederick to routinely assist, cooperate, and communicate in regard to safety/training, risk & liability management and injury prevention, with an overall goal of reducing duplication and associated cost.

Workplace Safety

Providing a place of employment free from recognized hazards is achieved in conjunction with our various safety committees, written safety policies/procedures, specific/targeted training combined with facility & worksite inspections, all of which are required by our insurers and mandated by the OSHA.

29 USC 654

SEC. 5. Duties

(a) Each employer --

- (1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;
- (2) shall comply with occupational safety and health standards promulgated under this Act.

Workers' Compensation

Maryland Annotated Code Title 9 requires employers in the State of Maryland to obtain Workers' Compensation insurance or approved self-insurance plan and to provide benefits for injured employees.

To assist with employee care we have all established a good working relationship with CORP Occupational Safety & Health (A division of FMH) to evaluate and provide medical care for employees injured on the job.

Managing Risk & Liabilities

Driving record review and screening for individuals authorized to operate our vehicles. This is accomplished for Maryland drivers through cooperative agreement with MVA to flag and report electronically on changes to individual records and by periodic review for employees residing in our neighboring states.

Drug & Alcohol Testing for new employees and under adopted policy for post accident, injury and random screening.

Facility Inspections are conducted at a minimum on an annual basis for each site with emphasis on facilities where members of the general public and visitors are routinely present.

Emergency Evacuation Drills are required by Fire Code and various other governing authorities, we have developed facility specific procedures which are practiced and documented as required.

Return to Work Programs – as a cost containment effort we administer return to modified duty programs which keep employees active and productive while recovering from on-the-job injuries.

Training is accomplished by various means in all areas of Safety in compliance with OSHA mandated requirements.

Examples of cooperative efforts

Drug & Alcohol Testing - The city of Frederick is going to trial run the Company White Glove starting in October for Random testing only.

Fire Extinguisher Training – FCPS staff were recently provided training at the County Public Safety Training Center by County Fire/Rescue staff. FCPS would like to plan to also utilize the County training facility for Confined Space and

possibly other courses. FCPS felt the recent fire extinguisher training was a huge success. FCPS provided all the fire extinguishers and left lots of extras to supply the County for some of their future trainings. FCPS was able to do this from a stockpile of extinguishers that still had agent, but legally could no longer be present for use in our school/facilities due to fire code regs. They only have so much shelf life that the law will allow, so even though the gauge may show it is a viable extinguisher, we can't assign them to schools. FCPS can't and would not simply throw them out, so using them up for training works out well.

This was a very reciprocal benefit to both parties.

Update to Emergency Plans – to include information concerning earth quakes.

Job Analysis & Worksite Evaluations – FCG Risk Management is researching the possibility of implementing the WorkSTEPS Employment Testing Program. WorkSTEPS is a nationally recognized employment testing program through CORP Occupational Safety & Health (A division of FMH) designed to effectively reduce workplace injuries & the costs associated. (Currently in use by the City of Frederick) & (FCPS also uses WorkSteps and recently revamped the pre-employment physical for custodial hiring and fitness for duty).

City use of Training Center - the City has been utilizing the Fire Academy for their Confined Space Training for years. (Tower facility w/vertical/horizontal confined space tubing for practical scenarios). Additionally the City has used classrooms for CPR/F-A Trng. The City has also provided classroom/meeting room use for FCG and other entities. (Shared Resources).

Training

The committee has explored the possibility of shared training with regard to our safety training classes. All employers are required to provide certain training depending on work duties. As an example workers are required to be trained if they work in confined spaces or construction involving trenching. As with any good

idea it has its Pros/Cons, Advantages/Disadvantages and decisions which will need to be made by each political body.

As an example under Maryland law if an employee is injured or kill on the job theoretically the sole remedy would be contained within the no-fault based workers compensation laws. When you train employees of others the protection of these laws would not apply and the entity opens itself for general liability claims of improper or inadequate training. It's our believe that in order to proceed with shared and joint training the entities should enter into an MOU which would address and clarify potential liabilities.

Other County Municipalities

Although we have historically had little interaction with the other municipalities in the County we are all more than willing to provide assistance, serve as a resource or otherwise support those entities in any way possible.

Respectfully submitted:

Safety & Health Synergies Committee

16 Sept 2011

Consideration for Potential Consolidations

Below is a list of activities between entities that should be considered for consolidation. Considerations are listed as Level 1 and Level 2. Level 1 entities to consolidate are very doable and have less transition sensitivity due to more commonalities within the scope of the given tasks. Level 2 would have more complexity, take more time to execute and require more transition sensitivity. The list is as follows:

Level 1

- ✓ Information Technology (IT)
- ✓ Fleet Management
- ✓ Warehouse
- ✓ Risk Management
- ✓ Building Maintenance
- ✓ Purchasing
- ✓ Procurement
- ✓ Economic Development
- ✓ Water and Sewer

Level 2

- ✓ Consolidation of Police Forces - County Police Force
- ✓ Human Resources
- ✓ Finance

Submitted by:

James C. Reeder, Jr.
Board Member
Frederick County Public Schools (FCPS)

JOINT MEETING OF THE BOARD OF EDUCATION AND BOARD OF COUNTY COMMISSIONERS

MINUTES

September 20, 2011

A Joint Meeting of the Board of Education (BOE) and the Board of County Commissioners (BOCC) was held in the Board of Education's Board Room.

In attendance from the BOE were President Brad W. Young, Kathryn B. Groth, April F. Miller, James C. Reeder, Jr., and Jean A. Smith. Vice President Donna J. Crook and Angie L. Fish were absent. Also in attendance were Theresa R. Alban, Superintendent/Secretary-Treasurer, and Nuala McCarthy, Recording Secretary.

In attendance from the BOCC were President Blaine R. Young, Vice President C. Paul Smith, Billy Shreve and David P. Gray. Kirby Delauter was absent.

Mr. Young called the meeting to order at 1:30 p.m., and the Pledge of Allegiance was recited.

APPROVAL OF AGENDA

The agenda was approved as presented.

APPROVAL OF MINUTES

Dr. Miller moved approval of the minutes of the June 21, 2011, Joint Board of Education/Board of County Commissioner meeting. The motion was seconded by Mr. Reeder and unanimously approved.

SYNERGIES COMMITTEE INTERIM REPORT

Commissioner Smith reported on the initial findings of the Synergies Committee, and he recognized members of the committee. He provided a handout of an Interim Report dated August 22, 2011, and said that savings have already been realized through collaboration. He noted that further new savings can occur with consolidation of services. There was consensual agreement to select one area for further study (warehouse). Following discussion, it was noted that Leslie Pellegrino, Executive Director of Fiscal Services, Frederick County Public Schools (FCPS), will meet with her counterpart at the county and report back in six to eight weeks with a plan. County Manager David Dunn said that he has instructed his division directors to reach out to FCPS, Frederick Community College, and the City of Frederick to discuss synergies and consolidation and that many have already done so.

(Commissioner Smith left the meeting.)

SCHOOL BUS MONITORING CAMERAS AND LEGISLATIVE CHANGES

Ms. Pellegrino provided background information on House Bill 462 and Senate Bill 679, Bus Camera Legislation. She noted the next steps in the implementation of the legislation include working with the county to draft the ordinance and developing an RFP outlining procedures and responsibilities of the local law enforcement agency. Frederick County Sheriff Chuck Jenkins provided information on the citation that will be issued.

Ms. Pellegrino recognized Mr. Leon Langley, Maryland State Department of Education, State Director of Pupil Transportation, and thanked everyone for their support.

Ms. Pellegrino, Sheriff Jenkins, and Veronica Lowe, Director of FCPS Transportation, responded to questions.

DISCUSSION OF THE FCPS EDUCATIONAL FACILITIES MASTER PLAN ANNUAL UPDATE

Commissioner Shreve noted that he would like the FCPS Educational Facilities Master Plan Annual Update to be discussed at the October joint meeting before it is adopted by the Board of Education.

Ray Barnes, FCPS Executive Director of Facilities Services, said that the Board of Education has to take action in September to comply with the state deadline, but changes to the plan could be made until the end of November. It was noted that this item will be added to the next joint meeting agenda.

(Commissioner Shreve left the meeting.)

DISCUSSION OF THE SCHOOL ASSESSMENT REPORT ACCEPTED BY THE BOCC

Commissioner Young referenced a report by Mr. Fred Ugast that was accepted by the BOCC during public comment on the School Mitigation Fee. He submitted the report to the Board of Education for its review and read written comments from Mr. Ugast. He noted that he fully supports establishing a work group to start looking at the multiple challenges we face together.

Mr. Young noted the seminar he and Ms. Groth attended in Annapolis on Alternative Funding and Financing of School Facilities. Ms. Groth referred those interested in reviewing materials to contact Mr. David Lever, Executive Director, Public School Construction Program, (dlever@msde.state.md.us).

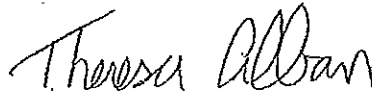
PUBLIC COMMENT

M.C. Keegan-Ayer
Janice Spiegel
Fred Ugast

ADJOURNMENT

Mrs. Smith moved to adjourn the meeting. The motion was seconded by Commissioner Young and unanimously approved. The meeting was adjourned at 3:50 p.m.

Brad W. Young
President


Theresa R. Alban
Secretary-Treasurer

Nuala McCarthy
Recording Secretary

Recommendation of the Synergies Committee On the Combining of Inter-governmental Departments

September 20, 2011

The Synergies Committee¹ has been asked to make a recommendation of whether any departments of the four participating governmental entities might be combined to save money and/or to increase efficiencies. The Synergies Committee will now do this.

I. Preliminary Comments

Involvement of Department Heads. Before giving our recommendations, the Synergies Committee wishes to point out that in our opinion, in each case where a recommendation will be made to explore the combining of operations, the specific optimum method, form and extent of such combination will vary from area to area. In addition, the Synergies Committee recommends that the task of formulating a specific combination recommendation should be done by the particular departments involved. The Synergies Committee is not in a position to make a specific recommendation of the nature, extent, form and organization of such specific combinations. Such a recommendation should initially be made by one or more of the participating departments, after which the heads of each governmental entity would have to ultimately determine whether to implement the recommendation.

Public-private partnerships. The Synergies Committee recommends that the exploratory analysis that we are recommending for the combining of services also include exploring the use of public-private partnerships as service delivery options.

Recommended Procedure. The Synergies Committee recommends that the concerned governmental entities use the following procedure to initiate a meaningful discussion with respect to the combining of departmental work: **The governmental head should direct certain staff to work with the staff of other governmental entities to prepare a written recommendation for consideration by all affected entities.** For example, the BOCC may direct the Director of Management Services to prepare such a recommendation for Warehousing. At the same time, the Mayor of Frederick, the Superintendent of Schools and the FCC Interim President may also direct individuals in their organizations to either prepare their independent recommendations with respect to Warehousing, or the four individuals may work together on one or more recommendations, as they deem appropriate. After the department heads settle on a recommendation, the heads of each participating government entity would have to agree to participate before the recommendation can be implemented.

¹ The Synergies Committee is an ad hoc committee formed in early 2011, consisting of members of Frederick County Government, the Board of Education, the City of Frederick and Frederick Community College. (Representatives of all county municipalities have also been invited to participate.) The purpose of the committee is to identify and explore ways to increase savings and efficiencies between the four governmental agencies by working together cooperatively. The committee participants include C. Paul Smith (BOCC), Kirby Delauther (BOCC), Jimmy Reader (BOE), Dr. April Miller (BOE), Karen Young (Alderman) and Douglas Browning (Interim President). Numerous staff members of each government entity have participated. In August, this Committee issued its Interim Report, and a Final Report will be issued at the end of the year.

Voluntary Effort—the Right to Opt Out. The Synergies Committee recognizes that of the fifteen (15) service areas for which we recommend exploratory discussions for combining, each government entity has the option to opt out of any or all of such discussions. Thus, the combining discussions will go forward only as long as the different entities participate in the discussions/analysis/negotiations. Also, the Synergies Committee recognizes that the rate at which and the order in which the entities conduct the study, analysis, discussion and debate for the combining of the service areas depends upon the mutually agreed timetables and commitment of each separate entity. Therefore, while it is possible, and it may be desirable, to have fifteen studies going on simultaneously, any of the participating entities can delay or terminate any or all of the exploratory studies. The reality is that the success of these combining efforts will require each government entity to direct its own staff to undertake the process and participate in discussions with the other entities.

Exploratory analysis does not mean that combining will be recommended. By recommending exploratory discussions for combining, the Synergies Committee is not in a position to say whether, after thorough analysis, that the combining of particular departments should ultimately be recommended. The Committee's recommendation for action is based upon our collective judgment, that from our point of view it appears that some combining of efforts would yield monetary savings and/or increased efficiencies.

II. Recommendations for Possible Combining of Services

The departments/service areas which we recommend to be analyzed for combining and/or the use of public-private partnerships as service delivery methods are as follows²:

1. Information Technology
2. Fleet Management
3. Warehousing
4. Risk Management
5. Building Maintenance
6. Purchasing/Procurement
7. Economic Development*
8. Water & Sewer
9. Law Enforcement
10. Human Resources
11. Finance
12. Legal*
13. Public Works/Roads/Engineering
14. Community Development/Planning/Permitting/Inspection
15. Parks & Recreation

² There is no priority intended in this listing. The Synergies Committee has looked at 26 different areas or departments that provide different services. We feel that 15 of these warrant review for possible types of combining of inter-governmental efforts.

* There was one dissenting vote on this recommendation.